

COORDINATED RESPONSIBILITIES

During and After the Visit

What your chaplain needs to do:	What you need to do:
<ol style="list-style-type: none">1. Alert administrative and security personnel of endorser's arrival and needs.2. Provide adequate time for all contacts.3. Provide endorser with overview of your ministry.4. Facilitate private meetings as requested or needed.5. Remain with endorser until end of visit.6. Care for follow-up responsibilities.	<ol style="list-style-type: none">1. Notify chaplain if you do or don't have military I.D., and whether you expect mail or messages.2. Ask command and supervisory personnel about your chaplains's ministry; communicate to them your support for your chaplain and for them. If possible, take time to visit and support chaplain's family.3. Ask to be informed of, or witness, a variety of ministry activities. Look for responses of officers and enlisted to your chaplain's ministry.4. If desired, request to speak with commander or supervisory personnel alone.5. Notify chaplain of your departure time.6. Send letters of thanks to commander and supervisory personnel. Write to chaplain and family expressing appreciation. Follow through on any responsibilities you or your chaplain agreed on.

GUIDELINES

FOR ENDORSERS

ENDORSER VISITATION TO MILITARY INSTALLATIONS

THE NATIONAL CONFERENCE ON MINISTRY
TO THE ARMED FORCES

PROTOCOL AND GUIDANCE FOR VISITS OF ENDORSING AGENTS TO MILITARY INSTALLATIONS

MILITARY SERVICE SUPPORT FOR ENDORSER VISITS

The Military Services have historically valued the support of religious organizations for their chaplains and have encouraged endorser visits to military installations where possible. Such interaction enhances the spiritual welfare and ministry of chaplains, helps endorsers fulfill their responsibilities and keeps civilian religious organizations aware of the religious activities of the military community. To facilitate endorser visits, the following guidance applies:

1. When endorsers visit an in-CONUS installation, coordination will be done with the senior installation chaplain.
2. When endorsers visit overseas installations involving only one Military Service, coordination should be through the Office of the Chief of Chaplains of that service or senior chaplain.
3. When endorsers visit overseas installations involving more than one Military Service, coordination should be done through the Armed Forces Chaplains Board.

ENDORSER GUIDANCE FOR MILITARY INSTALLATION VISITS

Successful endorser visits require an understanding of your expectations and responsibilities, and those of your chaplains and the military community. Read carefully the following recommendations for your chaplain and the guidance above. You will better understand your responsibilities to the military and what you can do to help your chaplain prepare for a successful visit. The table on the next page will help you coordinate your efforts with your chaplain and to identify additional things that can be done to ensure a successful visit:

ENDORSER'S INDIVIDUAL RESPONSIBILITIES

1. Be sure your plans comply with Military Service regulations. Be sure that you and your chaplain coordinate with the installation chaplain and other offices as required.
2. Do adequate advance planning to provide maximum opportunity for successful visit.
3. Be mindful of the convenience and needs of your chaplain and the installation as you request visit dates.
4. Communicate support and caring for all chaplains on the installation.
5. Be willing to participate in worship services or programs.
6. Remember that you are a guest on the military installation. Do not make unreasonable requests or demands.

COORDINATED RESPONSIBILITIES

Preparing for the Visit

What your chaplain needs to do:	What you need to do:
1. Clear the calendar of any distractions.	1. Plan well in advance to avoid schedule conflicts.
2. Determine endorser's needs and desires.	2. Inform chaplain in advance of your needs.
3. Determine if a briefing will be helpful.	3. Specify what you want to know about the chapel program and/or the installation's mission.
4. Plan itinerary; learn about endorser's schedule and travel plans.	4. Clarify what will be helpful regarding your travel plans, schedule and contact numbers, etc.
5. Determine who the endorser should see.	5. Request chaplain arrange courtesy calls with commander, supervisory chaplain, etc.
6. Brief those your endorser will see in advance.	6. Send biographical and professional information about yourself and your ministry.
7. Make logistical arrangements.	7. Inform chaplain of your lodging and dining needs.